

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 9:</b> Interstate Compact on the Placement of Children (ICPC)	<b>Effective Date:</b> March 1, 2013
	<b>Section 2:</b> Request to Place a Child in Indiana	<b>Version:</b> 2

## POLICY **[REVISED]**

The Indiana Department of Child Services (DCS) will require any out of state agency wishing to place a child in Indiana to submit an Interstate Compact on the Placement of Children (ICPC) referral packet to the Indiana DCS ICPC Office. The contents of the referral packet are included in the procedure section of this policy.

**[NEW] Note:** An out-of-state child may visit with a proposed placement in Indiana; however, if the visit lasts longer than 30 days an ICPC referral packet is required. See Practice Guidance.

In accordance with federal law, the ICPC referral process must be completed within 60 calendar days after the initial request is received by the DCS ICPC Office from the sending state. In order to meet this time requirement, the DCS ICPC Office will require that the DCS local office complete a home study within 50 calendar days of the date the DCS local office receives the referral packet.

The DCS ICPC Office may reject or return incomplete requests, which may result in placement delays and/or denials.

DCS will honor requests for expedited placement in accordance with the separate policy, [9.5 Expedited Placements](#).

**[REVISED]** If the type of an ICPC case changes (foster to adoption; relative care to foster care), DCS will require a new ICPC referral.

**[REVISED]** DCS does not mandate completion of Resource and Adoptive Parent Training (RAPT) or licensure as a prerequisite for relative placement as defined by the law of the sending state. DCS will honor requests from the out-of-state placing agency to provide training or licensure of the placement.

### **Code References**

1. [IC 31-19-2-7.5: Submission of information, forms, or consents for criminal history check](#)
2. [IC 31-19-7: Prior Approval of Placement of Child in Proposed Adoptive Home](#)
3. [IC 31-28-4: Interstate Compact on the Placement of Children](#)
4. [42 USC 671 \(a\) \(26\): Time Limit on Completing ICPC Studies](#)

## PROCEDURE

The sending state ICPC Office will:

1. Complete an [Interstate Compact on the Placement of Children Request \(SF 106\)](#);
2. Complete a referral packet, which should include:
  - a. A cover letter detailing the reason for the referral, including any specific issues that need to be addressed in the home study,
  - b. [Interstate Compact on the Placement of Children Request \(SF 106\)](#),
  - c. Family Case Manager (FCM) statement,
  - d. The child's social history,
  - e. The child's medical history,
  - f. Psychological reports and any other reports current within the past year,
  - g. Documentation of the child's legal status, including wardship/custody order or other applicable court order defining legal status of the child. This includes juveniles subject to probation for delinquent acts. If the wardship is over 18 months old, the most recent order must be included, as well as the order granting wardship,
3. Forward the completed [Interstate Compact on the Placement of Children Request \(SF 106\)](#) and referral packet to the Indiana DCS ICPC Office.

**Note:** All court orders must be signed and dated by the presiding judge.

**[REVISED]** The DCS ICPC Office will:

1. Review the request and referral packet within three (3) business days of receipt;
2. Create a resource household in MaGIK. Notification will automatically be sent to the appropriate FCM Supervisor; and
3. Send a hard copy of the home study referral to the appropriate DCS local office, indicating the expected return date for the home study and placement recommendation.

**[REVISED]** The FCM Supervisor will:

1. Receive notification in MaGIK and the hard copy of the ICPC referral in inter-departmental mail. If the hard copy is not received, the FCM Supervisor will contact the Central Office ICPC; and
2. Assign the home study request to an FCM or designee.

**[REVISED]** The FCM or designee will:

1. Complete the home study within 50 days of receiving the hard copy of the ICPC referral. The home study will include an assessment of the safety and suitability of the home for placement, criminal history and background check results, the extent to which the proposed placement will meet the needs of the child, and a specific placement recommendation. See separate policy, [12.11 Family Preparation and Summary](#);

**Note:** If an expedited placement is requested, the home study will be completed within 20 business days of receiving the ICPC referral packet from the DCS ICPC Office. See separate policy, [9.5 Expedited Placements](#).

**Note:** When completing background checks as part of the home study process, the FCM or designee should follow the guidelines in separate policies, [13.5 Conducting Background Checks for Unlicensed Placements](#).

**Note:** Once the FCM or designee makes two (2) attempts (first by phone, then by sending a letter) to contact the proposed placement resource to complete the home study, they will send a letter of non-compliance to the family and the DCS ICPC Office. The FCM will also document each attempt to schedule an appointment with the family by entering a contact in MaGIK.

2. Meet with their FCM Supervisor to get the home study approved; and
3. **[REVISED]** Email the signed copy of the home study (with background checks attached) to the [ICPCUnit.DCS@dcs.IN.gov](mailto:ICPCUnit.DCS@dcs.IN.gov) mailbox. If the home study with background checks is voluminous and it is not an exigent circumstance, three (3) copies of the home study should be mailed to the DCS ICPC Office.

The FCM Supervisor will approve the home study.

The DCS ICPC Office will:

1. Review the home study and ensure that it was completed correctly; and
2. Send a copy of the home study and completed [ICPC Request \(SF 106\)](#) to the sending state ICPC Office within the required time frame.

## PRACTICE GUIDANCE

### **[NEW]** Visit With A Proposed Placement

According to [ICPC Regulation No. 9](#), a visit is considered to be a stay with the proposed placement that lasts no longer than 30 days. Any stay lasting longer than 30 days is considered a placement. The only time a stay longer than 30 days can be considered a visit is if it begins and ends within the period of a child's vacation from school as determined by the academic calendar of the school. A request for a home study or supervision made by the person or agency which sends or proposes to send a child on a visit and that is pending at the time that the visit is proposed will establish a rebuttable presumption that the intent of the stay or proposed stay is not a visit.

## FORMS AND TOOLS

[Interstate Compact on the Placement of Children Request \(SF 106\)](#)

## RELATED INFORMATION

### **[NEW]** DCS ICPC Office

The DCS ICPC Office is located at the DCS Central Office.  
Indiana Department of Child Services  
Attn: Deputy Compact Administrator  
302 West Washington Street  
Room E306, MS 08 ICPC Unit  
Indianapolis, Indiana 46204-2739  
(317) 232-4769- phone  
(317) 234-4633- fax

**[NEW] DCS ICPC Unit Electronic Mailbox**

The DCS ICPC Unit Mailbox [ICPCUnit.dcs@dcs.in.gov](mailto:ICPCUnit.dcs@dcs.in.gov) may be accessed in Outlook. Progress reports, [Interstate Compact on the Placement of Children Report on Child's Placement Status \(SF 26174\)](#) and questions may be sent to this mailbox.